

**Procedure for Adding a Document to the
Document Management System (DMS) Document
Ektron version 8.5**

Note: This procedure is only used when documents are uploaded to a folder and are displayed through Meta Data as a List summary. When viewing metadata for the main page, a folder will be listed under **Main List:** (ListSummary) as shown below.

View Content "Press Releases 2013"

EDIT

Properties Content Summary Metadata Aliases Comment

title:
Press Releases

description:
Press Releases

keywords:
Press Releases

Main Module:

Main List Sort By:
date-desc

Right List Sort By:
date-desc

modules:
Press Releases;none

Banner Right Module:

Left Content: (Content)
fire info photo (ID: 38380)

Right Content: (Content)
None Selected

Left Menu: (Menu)
None Selected

Main List: (ListSummary)
wps.nv.gov\content\media\PR\2013 (ID: 3354)

Main Content: (Content)
None Selected

Banner Left: (Content)
None Selected

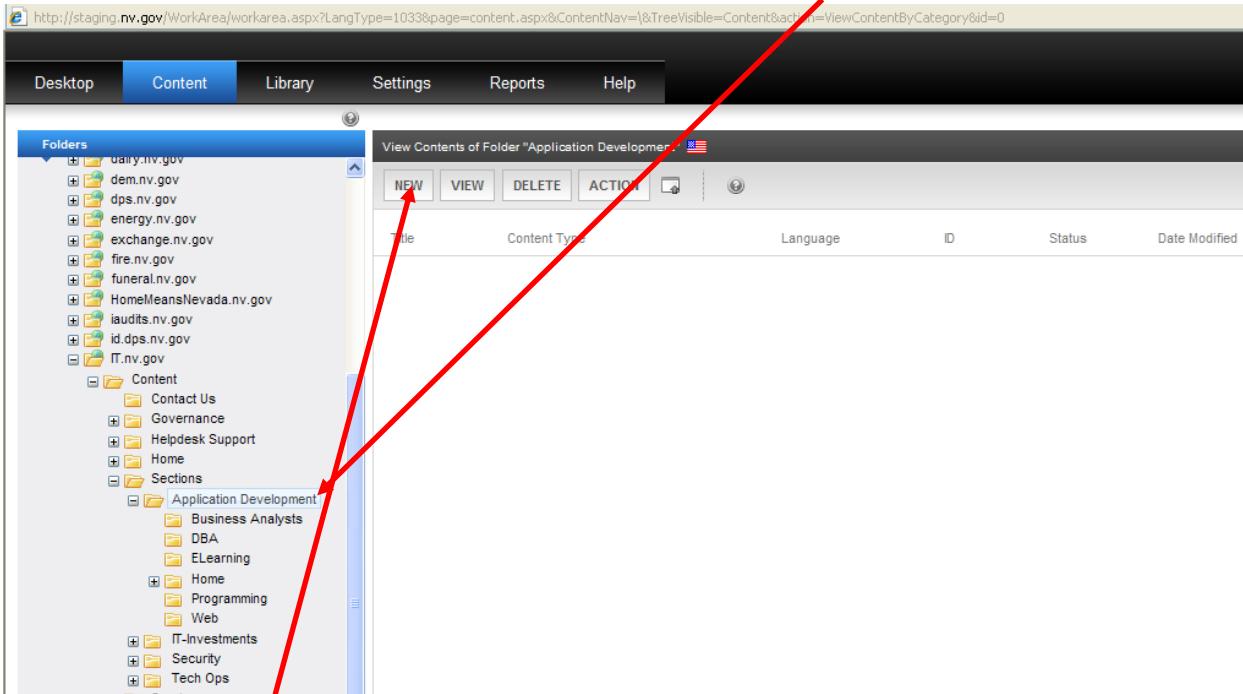
Banner Right: (Content)
None Selected

Right List: (ListSummary)
None Selected

Folder ID: (ListSummary)

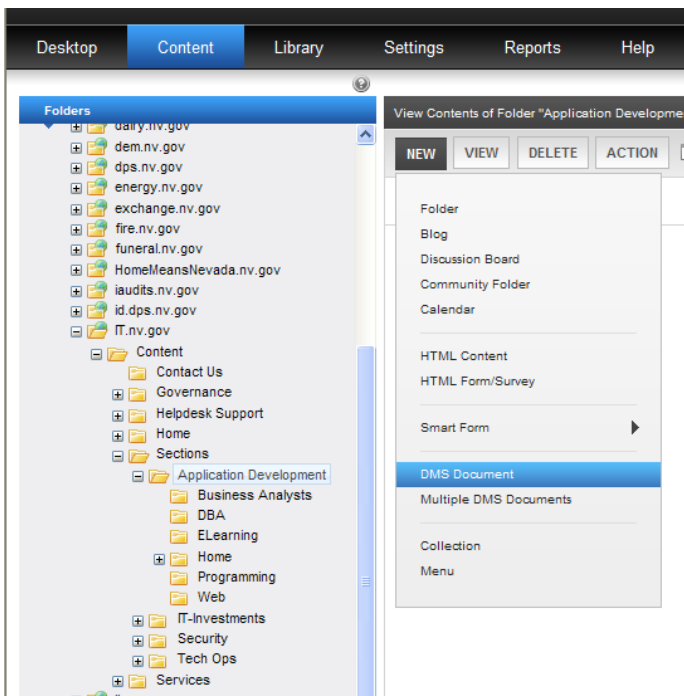
1. In Internet Explorer, login to Ektron by going to <http://staging.nv.gov/> and entering your username and password.
2. Locate the Agency folder you want to upload the item to and click on it to select it. *Note: if you don't know*

*how to
locate an
agency
folder,
please
contact*



Stateweb at (775) 684-7323 for assistance.

3. Next, choose NEW from the drop-down menu, then select DMS Document as shown below.



4. When the EDIT CONTENT IN FOLDER: dialog box similar to the one shown below appears, enter the Title then click the BROWSE button and locate the item you want to upload.

CMS400 Workarea for destey - Windows Internet Explorer

http://staging.nv.gov/WorkArea/workarea.aspx?LangType=1033&page=content.aspx&ContentNav={}&TreeVisible=Content&action=ViewConte

Desktop Content Library Settings Reports Help

Edit Content in Folder "Web"

PUBLISH

Title: [English (U.S.)]

☒ Content Searchable

Content Summary Metadata Alias Schedule Comment Templates

Please select a file to upload (file size should be greater than 0KB) Browse...

5. Then click the Publish Button.